

## Job Description

<b>Job Code:</b>	0131-PMO
<b>Job Title:</b>	Project Manager
<b>Job Status:</b>	Part time
<b>Office:</b>	Office of the Academic Vice President
<b>Department/Faculty:</b>	Faculty of Nursing and Health Sciences
<b>Supervisor:</b>	Dean of the Faculty of Nursing and Health Sciences

### Vision and Mission

The Faculty of Nursing aims to provide leadership in nursing education and to advance the health and well-being of individuals and populations through high quality teaching and learning, up to date nursing practices and through research. Our graduates will be skillful, caring, knowledgeable nurses who have a clear vision of the nursing discipline and responsive to human diversity and equity in an effort to improve health for all.

### Job Summary

The project manager is responsible for planning and overseeing project to ensure it is completed in a timely fashion and within budget. Project manager plan and designate project resources, prepare budgets, monitor progress, and keep stakeholders informed the entire way.

### Duties & Responsibilities

#### Main routine duties:

#### 1. Administrative

- Fulfill all templates and financial matters related to the program.
- Assists in advertisement of the program
- The ability to write proposals to stakeholder.
- Ensure the program management such as planning, training and implementing.
- Attend meetings, conferences and periodic reviews involving assessment, programming and reevaluation decisions.

#### 2. Reporting

- Writes the quarter report to the founders.
- Reports the program evaluation quarterly in collaboration with the program coordinator

#### 3. Coordination

- Coordinates, attends and writes the board meetings minutes.
- Coordinate activities and services related to the program.
- Coordinate with the finance office regarding the program finance issues and annual budget.
- Coordinate the classes with the teachers (Internationally and locally) and the training.
- Follow up with the students in regards to the timetable and the offer courses.

**Working Conditions: Part time**

- A part time job, three days per week, a total of 12 hours per week from 8.00 am -12.00 pm, (evening and weekend flexibility required).
- Working on Saturdays when required by the Vice Chancellor

**Qualifications****Job Factors**

- Experience in projects management
- Bachelor's degree in Management, Business Administration or any related field.

**Performance Standards**

- Good communication skills.
- Good command of English language spoken and written.
- Critical thinking, problem solving skills, and self-learner
- Team work, and well time management are highly recommended.
- Demonstration of integrity, honesty, a sense of responsibility and loyalty in the performance of all duties.
- Demonstration of professional standards in appearance and actions.
- Interpersonal Skills—maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- Dependability—is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Ability to effectively analyze needs and problems objectively.
- Ability to establish and maintain effective working relationships with students, clients, staff, administration and the general public.
- Knowledge of relevant technology and computer skills
- Ability to monitor and control project budget.